

OCCUPANCY SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Occupancy Specialist exists is to assume ownership of all facets of occupancy for the City's Section 8 program in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Community Assistance Manager.

ESSENTIAL FUNCTIONS

Assists in and conducts group briefing sessions and maintains occupancy levels at 100%

Issues certificates and vouchers from eligible "pool" of applicants.

Receives requests for lease approvals and schedules Housing Quality Standards (HQS) inspections.

Performs initial and annual HQS inspections and re-inspections for deficiencies and processes damage claims.

Prepares rent/HAP calculations; generates leases and HAP Contracts; perform annual and interim reexaminations and initiates HAP Contract terminations.

Assists in Security Deposit dispositions and processes vacancy loss and damage claims.

Negotiates with landlords for residents.

Demonstrates being a team player who works effectively with City staff and citizens.

Listens and communicates effectively with a diverse group of people.

Prepares written and verbal reports.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Section 8 program rules and regulations.

Ability to:

Prepare written and verbal reports.

Demonstrate proficiency operating a personal computer and related software.

Communicate with clients, landlords, and federal agencies.

Work well in a fully integrated program with the team approach to resolution of program processes and goals.

Negotiate with landlords.

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Demonstrate a shared commitment to quality in everyday work and to continuous learning and improvement.

Maintain regular consistent attendance and punctuality.

Assist in and conduct group briefing sessions

Issue certificates and vouchers from eligible "pool" of applicants.

Understand lease approvals and schedules Housing Quality Standards (HQS) inspections.

Perform initial and annual HQS inspections and re-inspections for deficiencies
Process damage and vacancy loss claims.
Perform mathematical calculations.
Prepare rent/HAP calculations.
Generate leases and contracts.
Perform reexaminations
Initiate HAP Contract terminations.
Assist in Security Deposit dispositions

Education & Experience

Requires a minimum of two years recent experience in property inspections.
A Bachelor's degree in Social Work or a related field is preferred.
Experience with Section 8 program rules and regulations is required.
Experience with Housing Quality Standards inspections is highly desirable.
Experience communication with clients, landlords, and federal agencies is desirable.
Must possess a valid AZ driver's license with no major citations in the past 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified